

REPORTS INVENTORY

REPAIR IN DUPLICATE

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050077-8

STAT **Quarterly Review**

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input type="checkbox"/> NARRATIVE
	<input type="checkbox"/> MACHINE-MADE LISTING

FUNCTIONAL AREA	PERSONNEL	TRAINING
	LOGISTICS	SECURITY
	MEDICAL	<input checked="" type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (no. of components not number of copies)

5	Quarterly	1
FORMAT (memorandum, form, computer print-out, etc.)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum	YES IF YES GIVE ADP PROCESSING NO.	STAT

PREPARING COMPONENT (include lowest level contributing information to report) 11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)

SPS/DDS&T

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$9.40		12		\$112.80				
GS-15	11.74		4		46.96				
GS-15	11.74		8		93.92				
GS-15	11.74		4		46.96				
GS-15	11.74		4		46.96				
GS-6	3.74		6		26.44				
					\$374.04		4		\$1496.16

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by management to review status of funding.

13. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS
RETAIN AS IS <input type="checkbox"/> OTHER (explain)	HAND-BOURS DOLLARS
CHANGE	
DISCONTINUE	STAT

PART OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION

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CIRCULATION